



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner

**VACANCY NOTICE**

July 8, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF ACCOUNTABILITY & QUALITY ASSURANCE  
DATA AND ANALYSIS OFFICE**

**\*RESEARCH SPECIALIST**

**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **JULY 21, 2010.**

**APPLICATION REQUIREMENTS:**

Send cover letter, resume and two current letters of reference to:

Rhode Island Department of Education  
Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be emailed to  
[lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

Signed letters of reference should be mailed.

**PLEASE NOTE:**

**Candidates selected for interview will be required to submit official transcripts.**

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE  
ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.  
(Position is part of Local 2012, AFT)

**\* SUBJECT TO FTE AND FUND AVAILABILITY**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600    **Fax** (401)222-6178    **TTY** 800-745-5555    **Voice** 800-745-6575  
[www.ride.ri.gov](http://www.ride.ri.gov)

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## **DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**

### **NON-CLASSIFIED JOB DESCRIPTION**

**TITLE:** Research Specialist

**GENERAL STATEMENT OF DUTIES:** To ensure that district improvement efforts are research based and data driven by providing research and data analysis support to accountability initiatives, especially those involving urban schools with high populations of diverse learners, so that all students are given adequate opportunities to participate and succeed in achieving high academic standards.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:**

Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK AND ESSENTIAL FUNCTIONS:**

Conduct analyses of state, district, school and student performance data that informs statewide policy and decision making.

Provide relevant and timely research on educational issue.

Coordinate and lead specific proposals, development of teams across offices and other agencies.

Support school and districts in ongoing implementation of strategic plans to improve student achievement.

Create research briefs and analytical reports on key educational reform issues.

Analyze state and district policies and procedures

Identify grant opportunities and support and prepare grant proposals.

Other related duties as assigned.

**REQUIRED QUALIFICATIONS**

**KNOWLEDGE AND SKILLS:**

Working knowledge of research based best practices in standards-based curriculum, instruction and assessment, appropriate accommodations to measure achievement, and applied learning with a focus in the areas of mathematics, reading and English/language arts.

Working knowledge of instruction and assessment for all student populations, including children with special needs/learning differences and English language learners.

Working knowledge of federal and state education laws, regulations and rules, with demonstrated ability to understand and interpret written laws, policies and procedures in order to achieve results.

Thorough knowledge and understanding of the principles for improving educational results for students at risk of school failure by bringing about aligned, continuously-improving educational services.

Working knowledge of systems of professional development, educational technology, school district and school operations, strategic planning, effective family and community involvement strategies, and school/business partnerships.

Demonstrated ability to identify grant opportunities, prepare grant applications, implement and evaluate grants.

Demonstrated ability to conduct, read and summarize complex studies, analyze and evaluate data, and prepare reports.

Demonstrated ability to communicate effectively both orally and in writing with various publics.

Demonstrated ability and desire to work collaboratively on a wide range of topics and issues with diverse groups of people.

#### **Demonstrated organizational skills and knowledge of research of effective practices.**

Demonstrated knowledge of the use of technology to enhance public engagement, district and school accountability and professional practices.

Demonstrated research and organizational skills.

**EDUCATION:** Master's degree in education or related field.

**EXPERIENCE:** 5-7 years of experience in education or related field as a teacher, administrator and/or researcher.

**OR:** Any combination of education and experience that is substantially equivalent.

Must have own transportation and be available evenings and occasionally on weekends. Reasonable accommodation can be made for individuals with a disability.

Date: March 1, 2010